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The attached minutes of the Mason Transit Authority regular meeting held on the 20th day of April, 2021, were approved by the Mason Transit Authority Board, by motion, on this 18th day of May, 2021.

DocuSigned by:
Sharon Trask
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Sharon Trask, Chair

DocuSigned by:
Sandy Tarzwell
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Sandy Tarzwell, Vice Chair

DocuSigned by:
Cyndy Brehmeyer
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Cyndy Brehmeyer, Authority Member

DocuSigned by:
John Campbell
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John Campbell, Authority Member

DocuSigned by:
Kevin Dorcy
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Kevin Dorcy, Authority Member

DocuSigned by:
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Matt Jewett, Authority Member

DocuSigned by:
Wes Martin
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Wes Martin, Authority Member

DocuSigned by:
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Randy Neatherlin, Authority Member

Kevin Shutty, Authority Member

ATTEST: DocuSigned by:
Tracy Becht
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Tracy Becht, Clerk of the Board

DATE: 5/27/2021

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Mason Transit Authority
Minutes of the Regular Board Meeting
April 20, 2021
Port of Allyn Conference Room
18560 East State Route 3
Allyn

Pursuant to Governor's Proclamation 20-28.15 and 20-25.12, the public meeting was held virtually using WebEx with the public being able to attend in listen-only mode, except during the public comment period, as well as in person.

OPENING PROTOCOL
CALL TO ORDER: 4:00 p.m.

ROLL CALL AND DETERMINATION OF QUORUM
Authority Voting Board Members Present: Sharon Trask, Chair; Sandy Tarzwell, Vice Chair; Cyndy Brehmeyer, John Campbell, Kevin Dorcy, Wes Martin, Randy Neatherlin and Kevin Shutty. **Quorum met, Board members Brehmeyer and Neatherlin attended in person and remaining named Board members were present via WebEx virtual conference.**

Authority Voting Board Members Not Present: Matt Jewett.

Authority Non-voting Board Member Not Present: Greg Heidal, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present: John Piety

MTA Staff present in person: Tracy Becht, Clerk of the Board and Tyler Hildebrandt, Technical Support Analyst.

MTA Staff present via WebEx virtual conference: Mike Ringgenberg, Interim General Manager, LeeAnn McNulty, Administrative Services Manager; and Marshall Krier, Maintenance and Facilities Manager.

Others present via WebEx virtual conference:
Robert Johnson, MTA Legal Counsel, Elizabeth Safsten of WSDOT and Patrick Holm of SCJ Alliance.

ACCEPTANCE OF AGENDA

Board Member Neatherlin requested that the agenda be changed to reflect that the recognition may also reflect action taken by the Board. **Moved** that the agenda for the April 20, 2021 Mason Transit Authority (MTA) regular board meeting be amended as requested and approved. **Neatherlin/Campbell. Motion carried.**

PUBLIC COMMENT – None.

RECOGNITION – Board member Neatherlin read aloud the following letter from the Hub Center for Seniors:

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"To Whom It May Concern,

I am writing this letter in appreciation of Dan the Mason Transit Driver who went above and beyond during the COVID 19 pandemic. He showed up at The HUB Center for Seniors every single week full of enthusiasm and concern for the senior citizens and underserved population of the county.

We have been running COVID shuttle buses to the local vaccination clinic in partnership with Randy Neatherlin, MTA and Peninsula Community Health for over 10 weeks. Through this partnership over 3000 underserved people have been able to be vaccinated and restore hope during this crisis.

Many might say that he was only doing his job, but I believe Dan should be commended for showing up without fear for his own safety to safely transport our most venerable clients to the clinic. He worked tirelessly to help calm people fears, roll out the ramp for those who were disabled and unable to board the bus without assistance and provided a kind word to all who entered the transit shuttle bus.

I want to extend a heartfelt thank you top Dan from Mason transit who was instrumental in helping thousands of citizens' receive access to a COVID vaccination and for stopping the spread of this terrible virus.

On Behalf of the seniors and people with disabilities in Mason County

Thank You

Beth Gizzi
Executive Director
The HUB Center for Seniors"

Following reading the letter from the Hub Center for Seniors, Board member Neatherlin further described Dan Sharp's exceptional attention to all of those he transported to ensure each and every passenger was accounted for and got a ride home following receiving their vaccination.

Moved by the Mason Transit Authority Board that Dan Sharp's file shall reflect a commendation recognizing his contribution to the seniors of the North Mason community as well as a copy of the letter from the Hub also be placed in his file. **Neatherlin/Campbell. Motion carried.**

Board Chair Trask also thanked Dan Sharp for his hard work and diligence.

CONSENT AGENDA

Moved to approve Consent Agenda items 1 and 2 as follows:

1. **Moved** to approve the minutes of the MTA regular Board meeting of March 16, 2021.
2. **Moved** that the Mason Transit Authority Board approve the payments of March 13, 2021 through April 13, 2021 financial obligations on checks#35078 through 35163, as presented for a total of $1,030,263.21.

Tarzwell/Dorcy. Motion carried.

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REGULAR AGENDA

UNFINISHED BUSINESS

1. **Update on Recruitments**. Interim General Manager, Mike Ringgenberg, updated the Board on the status of the current recruitment.

NEW BUSINESS

1. **Approval of Employee Handbook**. LeeAnn McNulty, Administrative Services Manager, described to the Board the process by which the Employee Handbook was now brought to the Board, as well as providing the highlights. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-10 approving the Mason Transit Authority Employee Handbook dated April 20, 2021. **Neatherlin/Martin. Motion carried.**

2. **Surplus Inventory**. Ms. McNulty shared that as a part of the movement of offices, there is a continued surplus of obsolete or abandoned IT and communications equipment and that none of the equipment identified impacts MTA's fixed assets. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-11 regarding the disposal of the assets as set forth in Exhibit A to that resolution. **Neatherlin/Tarzwell**. **Motion carried**.

3. **Request for Approval of Additional FTEs**. Mr. Ringgenberg chronicled for the Board the need for requesting four (4) FTE driver positions. Mr. Ringgenberg further noted that he anticipated that he may be requesting approval for additional FTE driver positions as MTA grows closer to providing full service again in the coming months. **Moved** that the Mason Transit Authority Board approve the hiring of four new FTEs that will be drivers of the Operations team. **Tarzwell/Martin. Motion carried.**

4. **Future of MTA Vanpool Program.** Mr. Ringgenberg shared the steady decline of vanpools over recent years, as well as other details that leads to the recommendation of terminating the vanpool program. Board member Neatherlin asked for input by the Citizen Adviser to the Board, John Piety, who agreed with the proposal to terminate the program. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2021-12 approving the termination of Mason Transit Authority's vanpool program. **Neatherlin/Martin. Motion carried.**

5. **Surplus Vehicles**. Marshall Krier, Maintenance and Facilities Manager, informed the Board that the four vehicles have exceeded their useful life and are ready for surplus. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2021-13 declaring and approving the surplus and disposal of vehicles as set forth herein. **Campbell/Tarzwell. Motion carried.**

6. **Surplus Vehicle Grant Program.** Mr. Ringgenberg shared with the Board that Mason Transit would like to have two of the now surplused vans be awarded to the surplus van grant program. Legal Counsel pointed out that the motion for consideration should reference 2010-11 and not 2021-13. **Moved** that the Mason Transit Authority Board approve and declare that surplused Vans 7626 and 7627 be awarded to the surplus vehicle grant program for use in accordance with Resolution No. 2010-11. **Tarzwell/Neatherlin. Motion carried.**

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7. **Radich Building Roof Project**. Mr. Krier explained the events leading up to the request for reallocation of the funds from the Radich Building roof repair project to purchasing wheel end hoists. **Moved** that the Mason Transit Authority Board approve the reallocation of funds from the Radich Building roof repair to the purchase of wheel end hoists. **Neatherlin/Campbell. Motion carried.**

Informational Items:

Mr. Ringgenberg provided highlights relating to the reports.

General Manager's Report:

No additions to report.

Citizen Adviser John Piety praised the Board for designating vans to further benefit the community.

Moved that the meeting be adjourned.

ADJOURNED 4:55 p.m.

UPCOMING MEETING

BOARD MEETING

Mason Transit Authority
Regular Meeting
May 18, 2021 at 4:00PM
On-line via WebEx and in person at:
Transit-Community Center Conference Room
601 West Franklin Street
Shelton